

May - Instow Parish Council AGM Meeting Minutes (Draft)

Held at Instow Village Hall on Thursday 18th May 2023 7.31pm

Attendees – Cllr Allen (Chair), Cllr Scott (Vice-Chair)

Also present, Parish Clerk and eleven members of the public

1. Min 1/23– Apologies – Cllr Arthur
2. Min 2/23– Councillors Declarations of Interest. – None
3. Min 3/23 – Chairman’s welcome to the New Council Members.
4. Min 4/23 – New Councillors sign the Declaration Forms. – The Chairman invited the new Councillors to come and sign the declaration forms and take their seats in the Council.
5. Min 5/23 – Election of New Chairman. – Cllr Scott was proposed by Cllr McCrum. Seconded by Cllr Foster. All Councillors voted in favour of Cllr Scott who accepted the role and was duly elected as Chairman for the coming year.
6. Min 6/23 – Election of New Vice- Chair. – Chairman Scott proposed Cllr McCrum, this was seconded by Cllr Foster and a unanimous vote was held. Cllr McCrum accepted and was duly elected as Vice Chairman for the coming year.
7. Min 7/23 – Co-option of New Councillors. – Nick Arthur, Pearl Hackett and Bob Allen were Co-opted on to the Council.
8. Min 8/23 – Appointment of Councillors to IPC committees – (see appendix)
9. Min 9/23 – Financial summary –The Chairman read out the financial report for the year (see appendix).
10. Min 10/23 – Parishioner questions – No Questions.
11. Min 11/23 – Date of 2024 AGM – 3rd Thursday in May

Meeting closed at: **8pm**

Appendix 1

IPC Finance Report

We did well this year with receipts (not including VAT) of nearly £62,000. As expected, the car park receipts were slightly down due to the closure due to resurfacing.

Our payments were nearly £108,000. There was the huge exceptional expense of the car park resurfacing which cost nearly £66,000. This has not yet been completed as 5% was kept back until everything is finished, and we expect to pay about £5000 more. Again, the biggest annual expense for the council was the toilets, whose normal running costs were nearly £11,000. This will go up in future as our rateable value has been revised and we are no longer eligible for small rate exemption. Initially the business rates will be £600 a year, which could rise to nearly £6000 a year as the transitional period goes through.

The car park continues to be the big revenue generator for Instow. We are doing a comparison of the various machines to see which provides better value.

There was net zero of income from the moorings as the amount we receive from Peter Short just covers the amount we have to pay to Crown Estates. This receipt was late this year, and was received in April.

I would like to thank the rest of the Finance Committee, James Hellyer and Nick Arthur for their support during the year.

And, finally, I would like to thank Michael Green, our Internal Auditor, for the excellent and thorough work he does checking our accounts.

Appendix 2

AGM – IPC Committees 2023-24

- **Finance** – Chairman, Cllrs Edwards and Arthur
- **Parish Hall** – Cllrs Hackett and Foster
- **Police Liaison** - Clerk
- **Car Park** – Chairman, Vice-Chair, Cllrs Arthur, Allen, Hackett, Edwards and Foster
- **Beach Management** – Chairman, Vice-Chair, Cllrs Arthur, Allen, Hackett and Foster
- **Emergency Planning** – Chairman
- **Cheque Signatories** – Chairman, Vice -Chair, Cllrs Hackett and Edwards
- **Co-option and interview panel** – Chairman, Vice Chair, Cllrs Allen and Foster
- **Responsible Financial Officer** – Clerk
- **Internal Auditor** – Michael Green
- **Planning** (Chairman, Vice-Chair, Cllrs Arthur, Allen, Hackett, Edwards and Foster, months to be confirmed)

May -July 2023 Cllrs Artur & Scott

August - October 2023 Cllrs McCrum & Edwards

November - January 2023/2024 Cllrs Hopkins & Hackett

February – April 2024 Cllrs Allen & Foster